

Virginia M. Barry  
Commissioner of Education  
Tel. 603-271-3144



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
FAX 603-271-1953  
Citizens Services Line 1-800-339-9900

**DUE DATE FOR MATERIALS: MAY 28, 2010**

**SFSP 2010 Materials Return Checklist**

The following items must be included with your application to sponsor the Summer Food Service Program (SFSP):

- Sponsor Application –
  - **Complete On-Line Sponsor Application**
  - **Submit signed original Sponsors Application backup.** Includes the following:
    - Summary of training for both site & sponsor level personnel (Include dates & topics.)
    - Schedule of pre-operational visits (Required for new sites, new sponsors and problematic sites.)
    - Schedule of pre-monitoring visits for 1<sup>st</sup> & 4<sup>th</sup> weeks of program operation, including name of monitor (Required of all sponsors at all sites.)
    - Attach a summary of the process around corrective action if problems are observed including plans for follow-up and explanation of when a site would be closed.
    - Attach description of how meal counts will be recorded and the method by which the counts will be collected from sites (frequency) and include a sample meal count sheet.
    - Copy of the letter to local health department providing notification of the operation of SFSP (Include list of sites, dates & times of operation at each site.)
- Site Application –
  - **Complete On-Line Site Application for EACH site.**
  - **Submit signed original Site Application backup for EACH site.**
  - Public News Release (see enclosed samples/use one of the following)  
Enrolled Sites & Camps OR Open Sites
  - Free Meal Policy Statement (one of the following)  
Sponsors NOT charging separately for meals OR  
Sponsors charging separately for meals
  - Seamless Waiver Letter (schools only/must submit)

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- Upward Bound Letter (Upward Bound Programs only)
- Meal Time Waiver Form (only if requesting a waiver in meal time requirements)
- Copy of the Parent Letter **AND**
- Parent application used by your facility (if applicable)
- Advanced Payment Form (optional)
- Copy of the current camp license **AND/OR**
- Copy of the most current food service license
- Signed Amendment to any existing Food Service Management Company contract (FSMC) or Vendor Agreement **OR** a draft of new FSMC or Vendor Agreement Contract (if applicable)  
*NOTE: A FSMC contract or Vendor Agreement may NOT be in place without Department of Education, Bureau of Nutrition approval.*

**FOR NEW SPONSORS ONLY**

- SFSP Policy & Agreement –**Submit signed original.**
- Copy of the IRS tax exempt letter
- W-9 Form (new sponsors **OR** to update information)
- Signed Food Service Management Company contract (FSMC) or Vendor Agreement Contract (if applicable) *NOTE: Department of Education, Bureau of Nutrition **will not** approve a sponsor without a FSMC bid and/or contract or Vendor Agreement.*